

Office of Policy and Management
Job Opportunity
Associate Research Analyst
Policy Development and Planning Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the exam list for Associate Research Analyst or a lateral transfer

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: **106740, 106742**

Hours: 40 hours per week

Salary: \$71,988 - \$92,585 (annually)
(New hires into state service usually start at the minimum of the salary range)

Closing Date: Must be received in this office by close of business (5:00 p.m.) January 6, 2014

The Office of Policy and Management seeks to fill two Associate Research Analyst vacancies in the Policy Development and Planning Division.

Duties:

- Research information on a variety of health and human services issues including, but not limited to, housing, poverty, health care, long-term care, Medicaid and other state health and human service programs.
- Design and implement data collection surveys to collect information on health and human service issues, examples include surveys of nursing homes, home care agencies, etc.
- Analyze data collected and prepare a variety of reports, including internal summaries and reports and reports for dissemination to the public, Connecticut's General Assembly and other interested parties.
- Perform statistical analyses on quantitative data.
- Prepare special reports for agency officials in response to inquiries from Connecticut's General Assembly, the public or other interested parties.
- Prepare necessary data reports and analyses for a variety of commissions, task forces, workgroups and other entities that OPM chairs and/or staffs.
- Research state and federal statutes and regulations as necessary.
- Other related job duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of research methods and techniques; considerable knowledge of principles, concepts and methods of statistical analysis; knowledge of agency related policies and procedures as related to research; considerable oral and written communication skills; interpersonal skills; considerable ability to analyze data; ability to develop programs and use prepackaged computer programs to perform data analysis.

Eligibility Requirements:

Candidates must have passed the Associate Research Analyst examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position, (2) resume, and (3) an Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these three (3) documents. Submit your application to opm.recruitment@ct.gov or

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106

An Affirmative Action/Equal Employment Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.